

SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD
MEETING MINUTES
Civic Center Library Board Room
February 22, 2006

Members Present: Linda Tardie, Vice Chair
Nancy Walker, Secretary
Denise Dowers
Judith Lewis
Paul Lison
Karen Quinn
Camille Schmidt

Others Present: Rita Hamilton, Library Director
Mary Johnson, Library Operations Manager
Carol Damaso, Public Services Manager
Kathy Coster, Manager for Innovation
Cheryl Thomsen, Library Administrative Coordinator
Mary Warner, Administrative Secretary (Minutes)
Martha Ecton, Scottsdale Citizen

CALL TO ORDER

Mrs. Tardie called the meeting to order at 3:30 p.m. She welcomed new Board member Paul Lison and thanked him for volunteering his service to the Library.

APPROVAL OF MINUTES

Mrs. Tardie asked for a motion to approve the minutes of the December 21, 2005 meeting. Ms. Quinn so moved; Ms. Schmidt seconded, and the motion passed 7-0.

Mrs. Tardie said that due to the lack of a quorum last month, no official meeting was held in January 2006.

LIBRARY STAFF REPORTS OF CURRENT EVENTS (A.R.S. 38-431.02 (K))

Monthly Statistical Report – Cheryl Thomsen

Ms. Hamilton introduced Cheryl Thomsen as the new Library Budget Coordinator.

Monthly Statistical Review

	<u>January 2005</u>	<u>January 2006</u>	<u>% Change</u>
Items Circulated	172,814	180,641	+4.5%
YTD Circulation	1,220,159	1,245,105	+2 %
Attendance	130,216	122,470	- 6 %
YTD Attendance	840,619	783,480	- 6.8%

The Gift & Memorial Trust Account received \$220 for the month; there were no expenditures this month. In the Library Book Sale Special Revenue Account, January income from sales was \$16,734.00 and expenditures were \$11,665.81.

In January 2006, volunteers donated 2,948 hours to the Library, and 36,770 customers used the Library's public computers.

Following Ms. Thomsen's report, the Board discussed possible reasons for the decrease in attendance. Ms. Hamilton noted the decrease in attendance began after the installation of the Library's new online computer system which offers more customer features, including renewing books from home.

Library Director's Report – Rita Hamilton

Ms. Hamilton welcomed Paul Lison to the Library Advisory Board.

Ms. Hamilton said over 200 Library volunteers attended the annual Hearts & Flowers Volunteer Appreciation Luncheon at Monterra's at WestWorld on February 9 and thanked the Board members who also attended.

Ms. Hamilton reported that the Friends of the Library capital campaign has met its goal of \$570,000 and has fully funded the Civic Center Library's Knowasis: Thunderbirds Charities Teen Learning Center. The Friends are continuing their campaign and already have \$12,000 toward the outdoor patio fund for the Teen Learning Center. The grand opening celebration – open to the public - is Friday, February 24, from 4 to 6 p.m., followed by a teens-only Mardi Gras party until 10 p.m. Ms. Hamilton said there had been a press tour the previous day to facilitate advance coverage of the event. As an extra incentive to teens to sign up for Knowasis, the Library will waive teens' overdue fines for a month.

The Library received a grant to hire 15 teen advocates who will be paid to visit their classrooms, clubs, and other teen groups to give presentations about the Teen Learning Center. Teens who give five presentations can earn up to \$100. The Teen Advisory Board at Civic Center and Mustang libraries is composed of over 25 teens representing all the area high schools. They are also promoting the Teen Learning Center.

In an effort to deal with the ongoing parking problem at Mustang Library, the Library worked with the Scottsdale Police Department in November and December to enforce the three-hour parking limit in the Mustang parking lot. The capacity of the building exceeds that of the parking lot, and employees of Scottsdale Healthcare (hospital) also park there.

During the two-month enforcement period, 85 citations were issued. Customer complaints totaled 11 in December, 25 in January and 38 in February. As soon as the enforcement ended, the violations and complaints increased again. The Library is recommending to City management that a fence be constructed between the hospital and the parking lot. The Police Department concurs that making it inconvenient will help.

The Library has selected a vendor to remodel Civic Center and Mustang Libraries and the contract will be awarded at the March 21 City Council meeting. This project will include adding approximately 48 parking spaces to the Mustang parking lot by redesigning the space, removing the book drops from their present freestanding location and modifying the building internally to accommodate drive-up book drops.

Last week the Library hosted a Scottsdale Chamber of Commerce networking breakfast. Over 130 attended. This resulted from Kathy Coster, the Library's Manager for Innovation, establishing a partnership to promote the Library's services to Chamber members who are small business owners.

The new Arabian Library plans are being slightly revised. The first bid results exceeded the original cost estimate due to the escalation of construction costs, so the City eliminated the skylight, fountain, and roof garden. The project will again go out to bid. The City Manager has decided to take the book budget for Arabian out of the City's general fund, which will allow an extra \$1M for construction.

In the proposed Silverstone planned community, formerly the Rawhide property, 3.5 acres has been designated for Library use, potentially for the Appaloosa Library.

How'd We Do? Report

Mrs. Walker expressed concern over recurring complaints from customers about a perceived lack of DVDs in the Library's collection. She questioned the Library's policy to let an individual borrower check out 15 DVDs at a time for a period of three weeks, and suggested that shortening the borrowing time or reducing the limit of DVDs allowed would provide more of a selection for patrons.

Ms. Hamilton stated that we are tabulating the results of a Customer Survey on the DVD collection and are reviewing what to change, based on the survey results.

Library Services Highlight – Rita Hamilton

Ms. Hamilton reviewed the library's Strategic Plan, presenting the past six months of progress.

Mrs. Tardie said that as a teacher, she finds the library is amazing and dynamic and meets the needs of the community, and thanked the Library staff for all they do.

ITEMS REQUIRING BOARD ACTION

Expenditures

January 2006

Celebration of African American Authors	\$	500
Youth Services storyprops, supplies (System-wide request/year-long)		1,800
Volunteers Hearts & Flowers Luncheon – bus transportation		500
National Volunteer Week Recognition		<u>850</u>
January Total	\$	3,650

February 2006

Youth Services, Incentives for tours, outreach efforts (System-wide/year long)	\$	<u>1,500</u>
February Total		1,500

Fines & Fees Policy - revised

Ms. Hamilton explained that the Library has decided to circulate its magazine collection. The Fines & Fees Policy was revised to include magazines. Ms. Tardie called for a motion to approve the revisions to the Fines & Fees Policy. Ms. Quinn so moved; Ms. Dowers seconded, and the motion passed 7-0.

Loan Guidelines Policy – revised

Ms. Hamilton explained that the Loan Guidelines Policy was revised to include magazine circulation criteria. Mrs. Tardie called for a motion to approve the revisions to the Loan Guidelines Policy. Ms. Schmidt so moved; Mrs. Lewis seconded, and the motion passed 7-0.

Election of Library Advisory Board 2006 Officers

As a member of the Nominating Committee, Mrs. Tardie reviewed the slate of officers for 2006 that were presented at the December 2005 meeting and were to have been voted on at the January 2006 meeting. She said each candidate had accepted her nomination. They are:

Camille Schmidt	Chair
Denise (Dee) Dowers	Vice Chair
Judith Lewis	Secretary

Mrs. Tardie called for a motion to elect the officers as nominated. Ms. Quinn so moved; Mrs. Walker seconded, and the motion passed 7-0. Mrs. Tardie congratulated the new officers.

INFORMATIONAL ITEMS

Announcements/Issues for Future Discussion:

Mrs. Tardie said she would like to hear the Library's plans for summer outreach so that participating schools can make staffing arrangements. Ms. Hamilton said she would provide that information.

Open Call to the Public (ARS38-431.02)

Martha Ecton, (Scottsdale citizen) said the Citizen Budget Review Committee accepts comments from the public and urged Board members to attend the budget review meeting.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 4.27 p.m.

Respectfully submitted,

Mary Warner
Administrative Secretary